

**USA Dance
Minutes
1077 VOA Site C Road
Greenville, NC
October 9, 2013**

The fourth quarter 2013 board meeting was held October 9, 2013, at 6:30 P.M. and Paul and Gayle Hager's home at 603 S. Oak Street, Greenville.

Attendees: David Steele, Debi Levine, Paul Hager, Gayle Watson, Ann Harrington, Faye Steele, Judy Carlton

Excused Absence: Erv Evans, Dawn Clark

1. The July 2013 minutes were approved following a motion by Paul Hager that was seconded by Ann Harrington.
2. Paul Hager gave the finance report. We have approx. \$3079 in our checking account and we have the Steele Center paid for through June 2014. It was suggested that we pay for July-November 2014 in the near future.
3. Faye Steele gave the membership report. We have 66 members. There was a discussion about using a new spreadsheet for checking in members at our dances. We discussed ideas to reduce congestion at the check in table at our dances and decided to use index cards for email and address changes.

Old Business:

1. We discussed the local Christmas parades; Greenville and Washington have parades on the same day. We decided that it would be more worthwhile to participate in the Greenville parade on Dec 7 at 10:30 am. There was additional discussion about a car and banner vs. a trailer; the passing out of candy and business cards; and appropriate music. Debi will email members about representation in the parade.
2. Debi Levine talked about issues with Constant Contact, our eNews host. We have problems with bounced emails to ECU students. Paul suggested that he could forward emails from his ECU account as a way to circumvent the problem. We have 2 groups in Constant Contact, "General Interest" and "Primary E-News". (*The problem with the General Interest and Primary E-News has since been fixed.)
3. We discussed the Los Angeles Dance USA conference (March 6-9, 2014), there was a question about the cost/benefit ratio for our chapter. In addition, most board members are not free to attend. It was decided to table this decision until the January board meeting.
4. We discussed the President's Board Meeting that is open to all board members to be held Nov. 9, 2013 in Charlotte. Faye and David and Paul and Gayle plan to attend. Mileage and expenses for the trip are tax deductible as volunteer service for a non-profit.

New Business:

1. We discussed duties for our October Dance to cover for David and Faye who will be out-of-town. Debi will MC.
2. David explained the board rotation process. At our November 2014 Dance the membership will elect a new board. Then the board members will elect the officers from the board. David, Faye, and Ann will rotate off the board in January 2015 as the newly elected board members will meet for the first quarter 2015 board meeting. At that time the elected board will choose the chapter's president, vice president, treasurer, and secretary.
3. David moved to adopt the new policies and procedures that he handed out. His motion was seconded and approved. The policies and procedures will be posted in our website and sent out as news on AccessDance.
4. We discussed job descriptions performed by board members other than those described in the bylaws. Membership (Faye); keeps track of our members. Public relations (Ann); coordinates news about upcoming dances for local media. Internet media (Debi); coordinates our eNews and Facebook pages. Supplies (Debi); coordinates snack supplies, cups, napkins and plates, etc. On that note, we discussed trying to store some supplies at the Drew Steele Center and Judy offered to oversee that and relieve Debi of the responsibility. Webmaster (David); keeps the website updated. Music Coordinator (David); sets up the sound system and arranges the playlist. The job descriptions will be posted on our website and sent through the news on AccessDance.
5. We discussed having Jonathan Medlin and Bernie Malin as guest dance instructors for the future. This information will be passed on to our volunteer dance instructor coordinator, Chikako Massey.
6. We discussed a spring gala in March 2014 with a live band. Debi will put out information in the newsletter and ask for volunteer help.
7. Faye asked for some relief at the sign in table so she can resume taking the dance lesson. Gayle offered to assist.
8. The next board meeting will be Saturday January 4, 2014, at 1:00 p.m. at David and Faye's house at 1077 VOA Site C Road, Greenville.

Minutes submitted by
Gayle Watson, Secretary